

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Director Budgets
Position Grade: 12

FLSA Status: Exempt

Date: September 16, 2003
Job Code: 12-3

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Responsible for the development, implementation and control of the County budget and budget staff in the monitoring and analysis of the fiscal activities of County departments to insure the effective and efficient utilization of the County's financial resources, oversees the purchasing department and compliance with the county's purchasing policy, supervises grant monitoring process.

KEY RESPONSIBILITIES

1. *Examines budget estimates and accounts of departments and reviews County financial reports in order to assist in planning future budgets.
2. Coordinate Budget Calendar to insure that all state mandated dates are met. Responsible for all advertisements regarding budgets.
3. *Advises management personnel on budget problems and assist them in the maintenance of proper appropriation and allotment accounts.
4. *Maintains continuous budget control and assembles statistics on expenditures during the year; participates in the preparation of instructions, forms, guidelines and procedures for annual budget preparation.
5. *Analyzes requests for transfers of funds and positions to meet changing conditions, and makes appropriate determinations as to legality and reasonableness of fund transfers.
6. *Assists in the development of departmental policies and procedures, budget formulation, program evaluation and operating policy formulation and implementation of approved policies.
7. Supervises subordinate professional and clerical personnel.
8. Supervise Grants and assures that grant accounts are in compliance with the grants and the Federal standards for grants.
9. Work as a Liaison with Finance during any emergency involving FEMA for coordination of accounting issues.
10. Assist the three internal service funds under the Department of HR/OMB with issues relating to funding and sufficiency of reserves.
11. Assist during activation of the EOC in monitoring financial obligations of the County.
12. Coordinate presentation of budget to present to Government Finance Officers' Association (GFOA) for budget award.
13. Special projects as necessary regarding financial feasibility of programs within County.
14. Supervise purchasing staff and compliance with purchasing policy. Recommend changes to purchasing policy on an as-needed basis.
15. *Responsible for all components of TRIM (Truth In Millage) compliance.

***Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: Bachelor's Degree required. Majors required: Accounting, Finance, Public or Business Administration.

Experience: 3 to 5 years minimum amount of prior related work experience required.

Impact of Actions: The work involves leadership which routinely affects multiple division of Monroe County and/or the surrounding community in a demonstrable way.

Complexity: Highly complex – work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.

Decision Making: Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

Communication

with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial

Skills: Responsible for making recommendation within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

Working Conditions/ On-call status during activation of EOC.

Physical Effort: Normal office situation. Typically sitting at a desk or table.

Other: Florida Government Experience preferred but not required.

APPROVALS

Division Director: :

Name: Sheila A. Barker Signature: _____ Date: _____

County Administrator:

Name: James L. Roberts Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____